

**3344-61-12 Student fee authorization program.**

- (A) The student fee authorization program at Cleveland state university is an educational assistance program for spouses, registered same-sex domestic partners, and eligible naturally born or adopted children who are financially dependent on qualifying full-time and eligible part-time professional staff members according to IRS rules. For eligible full-time staff, fee remission for credit courses offered by Cleveland state university shall be provided at one hundred percent of the instructional and general fees for undergraduate students, and fifty percent of the total instructional and general fees charged for graduate and professional students. Fee remission for eligible part-time staff shall be provided for seventy five per cent of the instructional and general fees charged for credit courses offered by Cleveland state university for undergraduate students, and fifty per cent of the total instructional and general fees for graduate and professional students. Benefits apply only to the in-state portion of any fee. Tuition remission from the student fee authorization program may not be used for continuing education courses. The benefit for premium-priced programs shall not exceed the standard law, graduate or undergraduate tuition.
- (B) Staff member eligibility. A full-time staff member must have a minimum of two years of continuous full-time or part-time service of seventy five per cent full-time equivalency (FTE) with the university since the most recent hire date with the university. Eligibility is determined as of the first day of the session for the course(s) desired.
- (C) Eligible Dependents. Eligible professional staff dependents are:
- (1) Legal spouse
  - (2) Registered same-sex domestic partner
  - (3) Staff members or spouse's or registered same-sex domestic partner's natural born or adopted child
  - (4) An unmarried child who is age twenty-three or younger and eligible to be claimed or age twenty-four or older, and

claimed as a dependent on the staff member's, the staff member's surviving spouses, or the registered same-sex domestic partner's federal form 1040 U.S. individual income tax program benefit. An eligible spouse, registered same-sex domestic partner or child, may participate in the program for a total of one hundred forty four semester credit hours or two academic degrees, whichever is less.

- (D) In the event of the divorce of the qualifying staff member, eligibility is continued for the spouse for a period of up to two years, as long as the qualifying staff member remains in an eligible, active status at Cleveland state university. Benefits shall be determined based on the staff member's current status in an active full-time or seventy five per cent FTE.
- (E) Maximum benefit.
  - (1) Program benefits are available to each eligible dependent for the lesser of one hundred forty four semester hours including undergraduate and graduate credits or two academic degrees. Determination of the maximum benefit limit of one hundred forty four semester credit hours or two academic degrees shall be made by the registrar based on credit hours attempted.
  - (2) Eligibility for an ex-spouse of an eligible staff member is continued for a period up to two years from the date of the divorce, as long as the staff member remains employed at Cleveland state university and the benefit limit has not been reached. Eligibility for a registered same-sex domestic partner ceases with the termination of the domestic partnership.
- (F) Changes in employment status
  - (1) In the event of total disability or retirement (under a state of Ohio retirement plan or social security) of an eligible staff member with ten years of Cleveland state university employment service, eligible dependents remain eligible for dependent fee remission benefits regardless of

registration status at the time of the staff member's status change.

- (2) Death of an eligible staff member. Eligible dependents remain eligible for dependent fee remission benefits regardless of registration status at the time of the staff member's status change.
- (3) In the event of death of the eligible staff member who is a single parent, the eligible dependent remains eligible to age twenty-three.

(G) Extended military leave of absence

- (1) In the event of an eligible staff member's extended military leave of absence due to a call to active duty by an act of congress or the president of the United States, eligible dependent(s) of the staff member shall retain eligibility to receive tuition remission benefits during the entire duration of the approved military leave.
- (2) If an appointment of an eligible staff member is terminated as a result of a reduction of workforce (layoff), eligible dependents remain eligible for dependent fee remission benefits for two full semesters following layoff if the eligible dependent attended CSU during the last two academic terms immediately preceding layoff. If the eligible staff member is recalled, eligible dependents are immediately eligible for fee remission benefits if the staff member was eligible when the layoff occurred.

(H) Termination of active employment with the University for any other reason than stated in this rule: eligibility for dependent fee remission benefits ceases and the dependent is responsible for paying the full tuition and fees appearing on the fee statement.

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